



Department of Property & Procurement

Government of the United States Virgin Islands

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[HTTP://DPP.VI.GOV](http://DPP.VI.GOV)



September 9, 2015

AMENDMENT # 1 RFP-023-2015(P) Qualified firm or individual(s) to provide
Computerization of Corporation and Trademarks Division through web access

INSERT: Question/Answer(s)

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.

QUESTION & ANSWER(s):

Question 1: Can you provide information on what you require for the "Copy of Certificate of Resolution" J(2)(e)?

Answer: Your Certificate of Resolution will mention who are your current officers, directors, members etc. If you are a corporation or limited liability corporation you will need to say who partners for the corporation are.

Question 2: In the RFP, section J (1)(b), the vendor is requested to indicate the "type of service for which the individual/firm is qualified." Can you provide more information regarding what you are looking for here?

Answer: It's a brief description on what your company does.

Question 3: It is understood that BIT has a virtualized hosting infrastructure with Disaster Recovery (DR) capabilities. Is GVI expecting the offeror to provide additional DR services as described in the RFP over and above those provided by BIT?

Answer: NO.

Question 4: RFP Page 10, SOW Item 15 states a certified copy will be delivered electronically via email. Will GVI please define what is meant by "Certified Copy"?

Answer: A certified copy is a copy of file document that is on file with this office with the words "Certification – Certified to be a true and correct copy" under the signature of the Osbert E. Potter, Lieutenant Governor along with a current date.

Question 5: Proposal Content Item 5: Project References. Does GVI have a form to use for notarized consent by a reference?

Answer: NO.

Question 6: Please clarify SOW Item #5. Is this a service to be performed concurrent with system implementation or is this a report that GVI would like after all active records have been digitized and indexed in the system?

Answer: GVI would like the report after all active records have been digitized and indexed into system.

Question 7: Our V.I. office is located in Havensight within a few miles of the Office of Corporations and Trademark with sufficient space to perform the back file conversion. We can perform the conversion at our site, with proper chain of custody, or at GVI's site. Does GVI have a preference on where the conversion is performed?

Answer: TGVI would like the scanning of all images to be done at our site. The vendor may index the digitized images at the location.

Question 8: SOW Item 7. Can GVI confirm that this requirement is only to ensure that the solution is compatible with GVI's merchant account held at Banco Popular and serviced by Evertec terminals?

Answer: YES.